

I.	<u>Position Title:</u>	Movies In The Park Coordinator (PT non-benefitted)	<u>Revision Date:</u>	03/15
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	55782

Under the direction and supervision of the Special Events Coordinator, coordinate and execute Sandy City's Movies In The Park series. Also assist with community events, and the operation of the Sandy City Amphitheater when needed.

- Hook-up trailer to the City's vehicle (SUV) and drive it to the designated park.
- Unload equipment from the trailer and set it up in the park.
- Set-up concessions table.
- Start the movie when it becomes dark enough.
- Operate concessions table throughout the movie.
- After the movie, breakdown and load equipment into the trailer, return the trailer to storage, and return the SUV to City Hall.
- Supervise a crew of one or two employees.
- Work closely with the Parks Department to coordinate site set-up, including operation of generator.

- Assist in planning and executing community events, which may include the Balloon Festival, Sandy City's Fourth of July Celebration, and the Heritage Festival.
- Perform other duties as assigned.

**Analytical Ability:** Ability to coordinate and follow through on multiple tasks; prioritize and manage time effectively; use independent judgment to resolve problems; establish and maintain effective working relationships with employees and the public; work well under pressure and impending deadlines; adapt successfully to frequent and last minute changes.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others. Work requires physical exertion, including lifting up to 50 pounds and moving heavy objects, bending, kneeling, stooping and standing;

*Work Environment:* Work is performed under close supervision. Job entails exposure to cold, heat and excessive noise and vibration (90% of work is performed outside); moderate pressure and fatigue during an average workday; daytime, evening and weekend work is required; must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_